

# North Carolina Immunization Registry (NCIR)

Registering with NCID for  
the NCIR

User Guide

Last Updated: September 29, 2021



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**



NCDHHS COVID-19 Response

# Overview

# Overview

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## Registration Process

Before logging in to the NCIR for the first time:

1. Self-register through NCID for a NCIR username (also referred to as a user id)
2. Activate your account by clicking on the link in the authentication email sent from NCID
3. Give your username to your NCIR administrator\*

Once your NCIR Administrator adds you into the system, you will be able to log in.

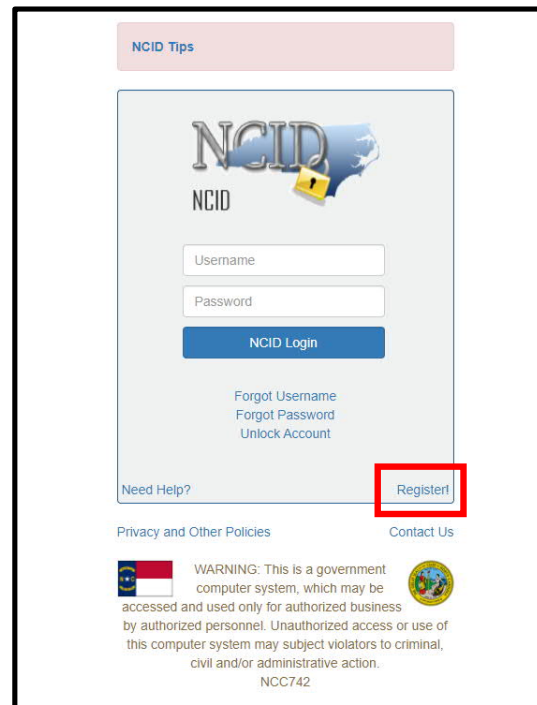
*\*Administrator is a type of user role in NCIR (see slide 13 for more details)*

# Steps for Registering

## Step 1 of 3: Register for an NCID account

In order to log into NCIR, you must have an active NCID.

1. To create a new NCID, navigate to <https://ncid.nc.gov/>
2. Click on **Register!** (in the bottom right corner of the blue box)



NCID Tips

NCID

Username

Password

NCID Login

[Forgot Username](#)  
[Forgot Password](#)  
[Unlock Account](#)

[Need Help?](#) [Register!](#)

[Privacy and Other Policies](#) [Contact Us](#)

WARNING: This is a government computer system, which may be accessed and used only for authorized business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil and/or administrative action.  
NCC742

### Audience

Reports Only

Typical User

Inventory Control

Administrator

### What is NCID?

NCID is the standard identity management service that allows state, local, business and individual users to access North Carolina's applications and information systems in a secure, access-controlled manner.

## Step 2 of 3: Complete the Registration Form

1. Click **BUSINESS** for the user type option



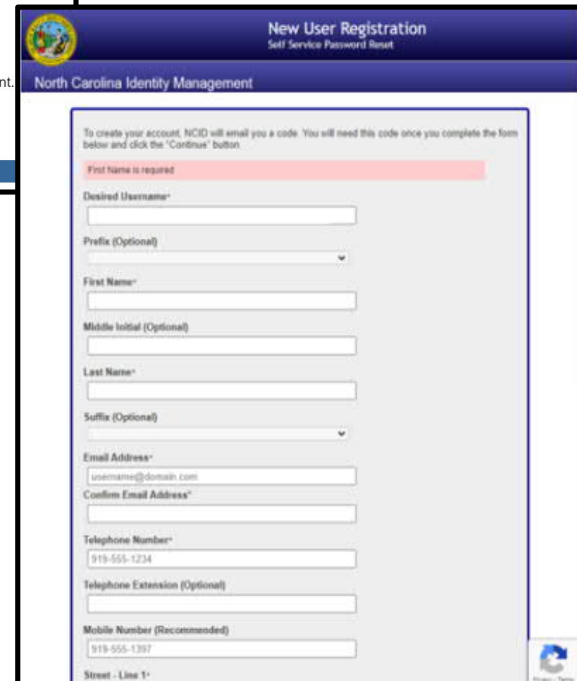
North Carolina Identity Management

New User Registration

Please indicate your user type from one of the following categories:

Individual	Request access to the State of North Carolina services as an individual or citizen.
<b>Business</b>	Request access to the State of North Carolina services on the behalf of a business.
State Employee	Currently employed or assigned to work for an agency within the State of North Carolina government.
Local Government Employee	Currently employed or assigned to work for a North Carolina county or municipality.

2. Complete the required fields to create an NCID account
3. Once you complete the registration form, you will be sent an automated email asking you to authenticate your account and complete your security questions



New User Registration  
Self Service Password Reset

North Carolina Identity Management

To create your account, NCID will email you a code. You will need this code once you complete the form below and click the "Continue" button.

First Name is required

Desired Username\*

Prefix (Optional)

First Name\*

Middle Initial (Optional)

Last Name\*

Suffix (Optional)

Email Address\*

Confirm Email Address\*

Telephone Number\*

Telephone Extension (Optional)

Mobile Number (Recommended)

Street - Line 1\*

### Audience

Reports Only

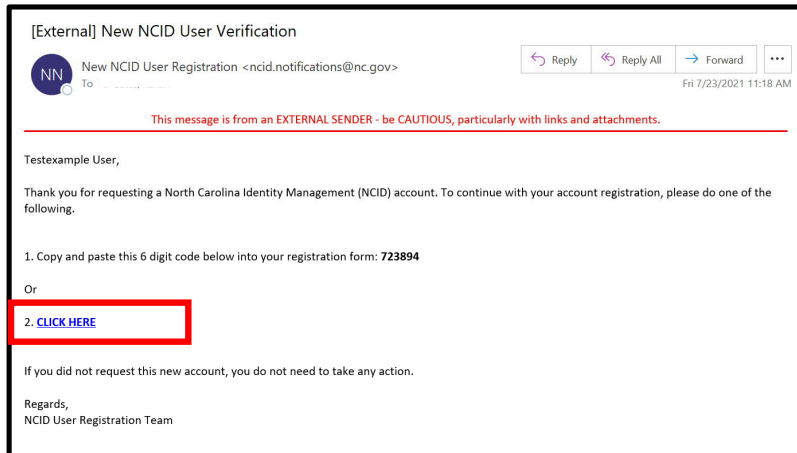
Typical User

Inventory Control

Administrator

## Step 3 of 3: Register for an NCID account

1. Click on the link included in the **NEW NCID USER VERIFICATION** email you receive
2. Complete your security questions by using the drop down and typing your answers in the boxes
3. After completing all five of the security questions, click the **SAVE ANSWERS** button



4. Once the NCID account has been created, you will need to provide the exact first name, last name, email address, and NCID username used to create your NCID to your designated NCIR administrator so they can grant access to NCIR for you.

### Audience

Reports Only

Typical User

Inventory  
Control

Administrator

### Tips

Your NCID account will only be activated once you answered the five security questions. So please take the time to complete that process.

# NCIR Homepage and Help Links



# The NCIR Home Page

The screenshot shows the NCIR Home Page interface. At the top, a navigation bar includes links for [home](#), [change password](#), [logout](#), and [help desk](#). Below this, a yellow banner displays the user's session information: **organization Test • user Athena Roberts • role Reports Only**. A callout box points to this banner, stating: "Your organization name, your name and your user role shown here".

The main content area is divided into several sections:

- announcements:** A list of recent announcements with dates and links. Callouts highlight "Important NCIR announcements (NEW = unread)" and "Release notes (details about recent NCIR version updates)".
- release notes:** A section for release notes, including a callout for "Release notes (details about recent NCIR version updates)".
- resources on the web:** A section with links to external resources. A callout box states: "Links to resources on the web – including Vaccine Information Statements (VIS) and the Vaccine Adverse Event Reporting System (VAERS)".
- upcoming events:** A section for upcoming events, including a callout for "Links to info about upcoming events".

On the left side of the page, there is a sidebar with the NCIR logo and a list of links: [UAT Region \(T4\) 9.6.0](#), [Query Only](#), [view client report](#), [request new client form](#), [General](#), [system user manual](#), [Organizations](#), and [switch org & role](#).

## Audience

Reports Only

Typical User

Inventory Control

Administrator

# The NCIR Home Page

organization Scott Organization • user Athena Roberts • role Inventory Control

announcements:

- NEW 03/10/2016 ~ [2016 Regional Workshops Registration Now Open](#)
- NEW 02/15/2016 ~ [NCIR Meaningful Use Registration Portal](#)
- NEW 02/04/2016 ~ [2016 Immunization Schedules](#)
- NEW 12/21/2015 ~ [Pentacel® Vaccine Delay Guidance](#)
- NEW 12/08/2015 ~ [Pentacel Update](#)
- NEW 11/19/2015 ~ [Holiday Shipping](#)
- NEW 10/30/2015 ~ [NCIR Maintenance](#)
- NEW 10/01/2015 ~ [Scheduled NCIR Maintenance Tonight](#)

[more announcements](#)

release notes:

- NEW 10/01/2015 ~ [Release Version 9.5.0](#) NCIR Release Notes Version 9.5.0

[more release notes](#)

Vaccine Order/Transfer Notification ...

Type	Shipped	Awaiting Return Shipment	Rejected
Order(s)		No Order Notification	
Transfer(s)		No Transfer Notification	

Active Inventory that is Going to Expire ...

Site Name	Trade Name	Lot Number	On Hand	State	Exp Date
No vaccines are currently set to expire.					

Inventory that is Running Low by Vaccine Group ...

Vaccine Group	Quantity On Hand	State
No vaccine groups have a low inventory.		

Inventory that is Running Low by Trade Name ...

Trade Name	Quantity On Hand	State
No trade names have a low inventory.		

Left-side menu (your menu options are based on your user role)

## Audience

Reports Only

Typical User


Inventory Control

Administrator

Inventory control and administrator roles see notifications related to ordering and inventory

# User Help Links

The **system user manual** contains in-depth user information.



UAT Region (T4) 9.6.0

Query Only  
view client report  
request new client form

**General**  
system user manual

Organizations  
switch org & role

homechange passwordlogouthelp desk

organization Test • user Athena Roberts • role Reports Only

announcements:

02/15/2016 ~ [NCIR Meaningful Use Registration Portal](#)

02/04/2016 ~ [2016 Immunization Schedules](#)

NEW 12/21/2015 ~ [Pentacel® Vaccine Delay Guidance](#)

NEW 12/08/2015 ~ [Pentacel Update](#)

NEW 11/19/2015 ~ [Holiday Shipping](#)

[more announcements](#)

release notes:

NEW 10/01/2015 ~ [Release Version 9.5.0](#) NCIR Release Notes Version 9.5.0

[more release notes](#)

resources on the web:

[Immunize North Carolina](#)  
N.C. Immunization Branch Home Page

upcoming events:

[2015 NC Immunization Conference: Presentations](#)  
Presentations from the 2015 State Immunization Conference available online!  
Click the above link to review.

The **light bulb button** opens an NCIR online help module that applies to whichever NCIR screen you are viewing.

Link takes you to the Immunization Branch website, which contains NCIR user training resources

## Audience

- Reports Only
- Typical User
- Inventory Control
- Administrator

# User Roles

## Menu Options are determined by your user role

### Reports Only

- Searches for clients and views/prints client specific records

### Typical User

- Has all functionality that the reports only role has
- Manages (add & edit) clients
- Manages immunization information

### Inventory Control

- Has all functionality that the reports only and typical user roles have
- Manages inventory and ordering

### Administrator

- Has all functionality that the other roles have
- Manages users, sites, and clinicians
- Runs practice-level reports, including reminder/recall

ncir

UAT Region (T4) 9.6.0

General

- system user manual

Maintenance

- manage users
- manage sites
- manage clinicians
- manage physicians
- manage schedules
- manage schools
- mass vax definition

Inventory

- manage inventory
- manage orders
- manage transfers
- shipping documents
- request transaction sum
- request vaccine usage
- request wasted/expired
- inventory report
- vaccine accountability
- inventory count

Clients

- manage client
- mass vax grid entry

Immunizations

- manage immunizations

Reports

- request reminder
- check reminder status
- request callback
- request new client form
- request casa extract
- check request status
- request vfc reports
- check vfc status
- assessment report
- check assessment
- benchmark report
- check benchmark
- ad hoc count report

announc

NEW 02

NEW 02

NEW 12

NEW 12

NEW 11

mo

release n

NEW 10

mo

Vaccine

Order(s)

Transfer(s)

Active In

TEST ORG

TEST ORG

TEST ORG

Wright Way

# Where to Go for More Help?



## Questions?

### **Contact your Regional Immunization Program Consultant (RIC)**

The RIC Coverage Map with contact information is located on the Immunization Branch website:

<https://www.immunize.nc.gov/contacts.htm>

### **NC Vaccines Help Desk**

1-877-873-6247

*(Monday – Friday 7:00 AM – 7:00 PM ET and Saturday 8:00 AM – 4:00 PM ET)*

[https://ncgov.servicenowservices.com/csm\\_vaccine?id=immunizations&sys\\_id=69f035b11b037c9099510f6fe54bcbee](https://ncgov.servicenowservices.com/csm_vaccine?id=immunizations&sys_id=69f035b11b037c9099510f6fe54bcbee)